



ACQUISITION AND
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-3010

SEP 26 1997

-MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTORS OF THE DEFENSE AGENCIES
COMMANDER, DEFENSE CONTRACT MANAGEMENT
COMMAND
COMMANDER IN CHIEF, SPECIAL OPERATIONS COMMAND
DIRECTOR, DOD EDUCATION ACTIVITY
DIRECTOR, OFFICE OF CHAMPUS
PRESIDENT, UNIFORMED SERVICES UNIVERSITY OF THE
HEALTH SCIENCES
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Micro-purchase Approval Authority

This supplements my memorandum of March 20, 1997, concerning Micro-purchases.

The March 20, 1997 memorandum **requires** a written determination by a member of the Senior Executive Service (SES), Flag **Officer**, or General Officer **that** a contract or purchase order may, under certain circumstances, be used in lieu of the Government-wide commercial purchase card for micro-purchases.

Where activities do not have a resident SES member, Flag **Officer**, or General *Officer*, there may arise contracting situations that require this determination, but that would be unacceptably delayed by the **determination's** processing time. To prevent mission delays, the authority to make this written determination may be delegated to the **level** of the senior local commander or director.

Delegating authorities remain responsible for ensuring that delegated determinations comply with the original intent of the March 20, 1997 memorandum.

R. Noel Longuemare
Acting Under Secretary of Defense
(Acquisition and Technology)